



## *UNAIDS Brazil*

### **Terms of Reference**

#### **Project: Support to the implementation of the Joint Plan and Project BRA/15/004**

#### **Background:**

The AIDS epidemic in Brazil remains one of the greatest health and development challenges. Even though the AIDS response counts with a strong political support, the efforts of the country have not been successful in reducing the number of new infections (of over 40,000 people per year), not the number of deaths of more than 10,000 people per year.

Therefore, UNAIDS has evolved to become a key component of the AIDS ecosystem being considered the foremost global authority on the HIV epidemic and its recent strategy is operationalized by the 2016–2021 Unified Budget, Results and Accountability Framework (UBRAF), which the PCB approved at its 38th meeting.

At the PCB 39th meeting in December 2016, the board approved a review of the operating model of the Joint Programme intending to evaluate if it was adequate to the SDG era. Three fundamental pillars of interest were identified: joint working, governance, and financing and accountability, and it requested a revised operating model to be presented to the 40th meeting of the PCB (decision 6.4).

The development of the UNAIDS 2018–2019 budget took place in parallel with the Global Review Panel process and drew on discussions, findings and recommendations of Panel. Following the June 2017 PCB meeting, the Joint Programme developed an integrated approach to strengthen joint working at country level. One of the new elements is the Country Envelope, that has been designed as an integral part of a broader approach that enhances country focus. The Country Envelope aims to leverage joint action in Fast-Track countries and in support of populations in greatest need in other countries.

Brazil is one of the Fast Track Countries that will receive a Country Envelope, meaning that in the 2018-2019 biennium a total amount of \$800.000 will be destined to UNAIDS Cosponsors in Brazil to implement programmatic actions in response to the AIDS epidemic in the country. The values of the Country Envelopes were based on country needs, particularities of the epidemic, particularities of the country context and epidemiological data.

The implementation of the Joint Plan will demand a series of new operations to monitor the employment and administration of the new resources, as well as the new activities that will be performed under this budget, which will be implemented as a group by the Joint Team.

UNAIDS BRASIL  
PROGRAMA CONJUNTO  
DAS NAÇÕES UNIDAS  
SOBRE O HIV/AIDS

ACNUR  
UNICEF  
PMA  
PNUD  
UNFPA  
UNODC  
ONU MULHERES  
OIT  
UNESCO  
OMS  
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In addition to the Country Envelope, the UNAIDS Office in Brazil has mobilized USD450,000 to the period of 2016-2019 from the Ministry of Health, as well as USD300,000 to the 2018-2019 period for the implementation of the agenda for zero discrimination in health care settings via UN-to-UN agreement with UNDP (project BRA/15/004). The implementation of these extra-budgetary resources will include organization of meetings, seminars, issuance of flight tickets in country to ensure participation of many partners including civil society.

The Secretariat role of the UNAIDS country office will be key in the successful administration of the Joint Plan as well as in the implementation of activities funded by the extra-budgetary resources.

Therefore, UCO/BRA searches for a consultant based in Brasilia, Brazil, to assist on the administration and follow-up of the Joint Plan and the activities foreseen on project BRA/15/004, enhancing the service provided to the programme's partners.

**Objective:** To work in close collaboration with the UNAIDS Country Director in Brazil to provide support across the implementation of the Joint Plan and the activities foreseen on project BRA/15/004.

**Additional Products:**

1. Provide administrative support to the implementation of the Joint Plan;
2. Develop planning and monitoring tools to satisfy administrative demands of the office;
3. Work in close collaboration with the office in event management, missions and technical visits organization, offering logistic support and raising offers of products and services as needed;
4. Organize regular meetings of the Joint Team;
5. Track air tickets issuance and payment, producing detailed reports on expenditure;
6. Bookkeeping, support to maintain filing system ensuring safekeeping of confidential materials;
7. Regular inspection of physical and digital archives, identifying possible improvements;
8. Liaise with UN agencies in the country, drafting and providing information and updates when required;
9. Draft correspondence, both on project related and administrative matters;
10. Prepare periodical reports and updates.

**Time Frame:** Start: 1 January 2019

End: 31 December 2019

**Supervision:** The professional will work in close collaboration with the UNAIDS Country Director in Brazil.

**Profile of the consultant:**

Previous relevant experience in administration at governmental, non-governmental or United Nations System is an asset.

Fluency in English is an asset. Reading comprehension of other UN official language is desired.

The professional must be based in Brasília, Brazil.

**Payment:** The payments will be processed, as follows: on a monthly basis and upon delivery of technical report presentation.